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UNITED STATES DEPARTMENT OF AGRICULTURE  
Agricultural Research Administration  
Washington 25, D. C.

Office of Administrator

October 3, 1951

STAFF MEMORANDUM NO. 8

Requests for Supplies

It has been necessary to reschedule some of the operations of the Business Office of the Office of the Administrator in order to do as good a job as possible with the reduced appropriations for the fiscal year. Hereafter, except in cases of emergency, purchase orders and requisitions on the Central Supplies Section will be written once every two weeks, the Tuesday following each pay-day. Units of the Office of the Administrator may continue to submit their requests to the Business Office at any time which is most convenient for them, but unless an emergency is indicated in the request (and such cases should be limited to real emergencies) the order will not actually be drawn by the Business Office until the next scheduled date.

In order that estimates may be made of costs of supplies and equipment it is requested that as soon as possible after receipt of this memorandum each unit submit to the Business Office (attention of Miss Geduldig) a list of the supplies and equipment which it expects to order during the quarter October 1 to December 31, 1951. A similar quarterly estimate should be submitted on the first day of the month preceding each succeeding quarter.

In regard to requests for duplicating work, each office is requested to obtain a supply of duplicating short order forms from the Business Office and when such orders are necessary, prepare them in triplicate and take them to one of the short order stations for mimeographing. This will involve little or no extra work for the various units since, in any event, they would have to submit requests to the Business Office. A copy of each order should be sent to the Business Office.

/s/ B. T. Shaw  
Acting Administrator

101-10000  
OCT 10 1951  
DEPARTMENT OF AGRICULTURE

